

To: Principal

From: Ashley McGrath, NAEP State Coordinator
amcgrath@mt.gov, (406) 444 -3450

Re: Designate NAEP 2015 Coordinator for «School_Name» due 9/3/2014

Dear Principal,

At the end of the school year, I sent «School_Name» a notification that grade «Sampled_Grade», had been selected to participate in the 2015 National Assessment of Educational Progress (NAEP) and represent schools across Montana in math, reading and science. In case you missed that e-mail, information about whom to contact with questions is included below. I am following up to provide additional information about the upcoming assessment.

Your school's grade «Sampled_Grade» students were selected to take the assessment on «Scheduled_Asmt_Day_of_Week» («Scheduled_Assessment_Date»). The purpose of this communication is to ask you to designate a "NAEP School Coordinator," who will be our single point of contact for all matters pertaining to the assessment and serve as the liaison for all NAEP activities in your school. Below I have provided five topics that may help you prepare for the assessment, designate your NAEP Coordinator, and inform you of the NAEP assessment.

BEFORE GOING ON:

As soon as you have read this e-mail, please register on [MyNAEP](#) and designate your NAEP School Coordinator. Currently, your name is on file as the default NAEP School Coordinator. In most cases, this should take no more than a few minutes of your time. Please complete this designation task **no later than September 3, 2014.**

NEXT STEPS:

- 1. NAEP Assessment Date.** If you haven't already done so, please place the NAEP assessment date on your 2014-2015 school calendar. Your scheduled assessment date for grade «Sampled_Grade» is: «**Scheduled_Assessment_Date**». Because date changes typically require revising the travel schedules of one or more field teams, we need to know about any calendar conflicts as early as possible.
- 2. NAEP Coordinator Responsibilities.** The NAEP Coordinator should:
 - a. be familiar with how students participate in statewide assessments;
 - b. know how to collect student information, such as birth dates, demographic information (e.g., gender, race/ethnicity designations, eligibility for free/reduced lunch, and LEP/IEP status), and if any students have withdrawn;
 - c. be comfortable using a computer, since all assessment preparation activities will be completed online; and
 - d. be available and prepared for the MyNAEP assessment activities enclosed in this e-mail.

The next notification will be sent out to all people on the coordinator list during the week of September 8, so we ask that you respond to this request as soon as possible if you would like that communication to go to someone besides yourself.

- 3. NAEP Coordinator Designation.** Please review the attached *NAEP School Coordinator Responsibilities: A Guide to MyNAEP* for an overview of what your NAEP School Coordinator will need to manage throughout the assessment process. If you wish to remain in the NAEP School Coordinator position, please fill out your information as the NAEP Coordinator on MyNAEP. If you prefer to designate someone else, **please follow the link below to access the [MyNAEP](#) registration website and to complete the registration process.**
 - **Link:** www.mynaep.com
 - **MyNAEP Registration ID:** «**MyNAEP_Registration_ID**»

To enter in «School_Name»'s NAEP Coordinator information, simply log on to the [MyNAEP](#) website and locate the "[Provide School Information](#)" section on the left-hand menu. After confirming your School Contact Information (e.g., School name and address| School shipping address| Principal contact information), you will be able to enter in your NAEP Coordinator's information as illustrated below:

Prefix	
First Name	
Last Name	
Phone	
Email	

Should you need any assistance registering on MyNAEP, here are some [more detailed instructions on registration](#). If you would prefer to reply to this e-mail directly, rather than registering on [MyNAEP](#), please respond with the NAEP Coordinator's information in the cells above. I will contact Absarokee School's NAEP Coordinator in September asking him/her to provide school characteristic information on the MyNAEP system.

4. «School_Name»'s Calendar. To help alleviate some of the NAEP Coordinator calendar data collection activities, I have attached a «School_Name» calendar using the school website («School_Website») information taken from the GEMS website. If any of this information is inaccurate, please let me know.

5. NAEP 2013 Results. As a token of my appreciation, I have attached a School Name customized NAEP 2013 report. School Name is 1 of «LocaleCountOfSchools» "town| city| rural| suburb" School Location Name" Montana schools. To review Montana's "School Location Name" results, please review the enclosed School Name - «School_Location_Name» NAEP 2013 Results.

I would like to express my appreciation for your assistance with this very important assessment of our nation's students. I look forward to collaborating with you and your school coordinator to ensure the successful administration of NAEP 2015.

Should you have questions, please contact me at **406.444.3450** or amcgrath@mt.gov.

Sincerely,

Ashley McGrath, NAEP State Coordinator

Montana Office of Public Instruction

Measurement and Accountability Division

PO Box 202501

Helena, MT 59620-2501

Monday-Friday 8:00 am- 4:30 pm

NAEP Webpage: <http://opi.mt.gov/Reports&Data/NAEP.html>

NAEP Wiki: <http://opi.mt.gov/groups/montananaep/>



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Enclosures:

School Name calendar

NAEP 2013 School Location Name Results

NAEP 2015 School Coordinator Responsibilities: A Guide to MyNAEP